

GENERAL RULES AND REGULATIONS FOR JUNIOR-SENIOR HIGH SCHOOL

SECTION #1: GRADUATION REQUIREMENTS and GRADES

GRADUATION REQUIREMENTS

All students are required to carry four subjects per term. Credit will be given (when earned) for all school subject endeavors whether it is mathematics, physical education, music, etc. Be certain that all requirements for graduation are being met. Do not get caught short of courses in the senior year. Plan ahead with the guidance counselor.

To earn a diploma from the Newman Grove Public Schools, a student must earn 240 Carnegie Credits or have completed an I.E.P. at the high school level. Required classes include: 4 years of English, 3 years of Math (required courses to include Algebra I, Geometry and either Algebra II or Algebra IIa), 2 years of Science (including Physical Science and Biology I), 3 years of Social Studies (including American Government and American History I and II), 1 year of Physical Education/Health 9, 10 credits in Visual and Performing Arts, and 30 credits in Vocational Education (including Communications Technology and Multimedia Technology).

To be eligible to receive a diploma or graduation certificate, a student must have no outstanding obligations to the school district, financially or academically.

Class requirements include:

LANGUAGE ARTS - 40 CREDITS

Four terms of English are required.

SOCIAL STUDIES- 30 CREDITS

American History I and II and American Government are required. Electives include World History, World Geography and Psychology.

SCIENCE - 20 CREDITS

Students are required to pass Physical Science and Biology I. Electives include Biology II, Chemistry, Anatomy and Physiology, Physics, Introduction to Health Careers and Medical Terminology, and Independent Science Research. (Biology II can also be taken for college credit with college tuition fee).

MATHEMATICS - 20 CREDITS

As of the graduating class of 2013, mathematics requires successful completion of three high school math courses instead of two. Required courses would include Algebra I, Geometry and either Algebra II or Algebra IIa.

VOCATIONAL EDUCATION - 30 CREDITS

Graduation requirements include Communications Technology and Multimedia. Electives include Business, Family and Consumer Science, or Agriculture Education classes.

VISUAL/PERFORMING ARTS - 10 CREDITS

Electives include Vocal and Instrumental Music, Art, or Yearbook.

PERSONAL HEALTH/FITNESS - 10 CREDITS

PE/Health 9 is required as a freshman. Lifetime Sports and Strength/Conditioning are electives.

GRADING

In order to establish a policy of grading, the following criteria will be followed:

1. At least one grade each week (probably more) will be recorded during the grading period.
2. A nine weeks test may be given at the end of each nine weeks period and may count for an appropriate amount of the grade.
3. The semester test will contribute one-tenth (1/10th) of the semester grade. All students are required to take semester tests in all classes.
4. Grade Values: A=4 points; B=3 points; C=2 points; D=1 point; F=0 points.

Juniors and/or Seniors may take one class per year on a PASS/FAIL basis. The class cannot be a required class and must be approved by the counselor, principal and class instructor. Once a student has completed the pass/fail form, that decision is irreversible. Credit is earned for a passing grade, but the class would not be used on the GPA.

HONOR ROLL

The honor roll program is designed to recognize academic achievement. Criteria for the honor roll (three levels) are as follows:

1. A student must be carrying four classes meeting five days per week.
2. High Distinction - 4.0 (all A) for the quarter.
3. Distinction - average for quarter greater than or equal to 3.5.
4. Honor - average for quarter greater than or equal to 3.0.
5. A student receiving a failing ('F') grade is not eligible for the honor roll.

Recognition: 'High Distinction' (all 'A') recognition is described in the 'A' Team section of this handbook. All honor roll students will receive a certificate. An honor roll will be published at the end of each quarter reporting period and at the end of each term.

A-TEAM

Grade 7-12 membership qualifications: The student must receive a grade of 'A' in all courses for the term. Courses must meet 5 days per week. The award will be made each term during the school year.

Recognition: The first time the student earns this honor, a chenille letter 'A' will be awarded to the student. Each time thereafter, the student will receive a metal bar that can be placed on the letter.

DOWNLIST

Teachers are responsible for completing weekly downlist forms for each student that should be included on the downlist ('D' or below).

MID-TERM REPORTS

Mid-term reports for all students will be sent to parents/guardians approximately each four and one-half weeks or distributed at Parent/Teacher Conferences. Reports will indicate the student's progress in each class.

REPORT CARDS

At the close of each grading period, students and parents will receive a report of student's progress. This report need not be returned. Report cards will be mailed to parents at the end of the first term. Second term report cards may be picked up in the Central Office on a specified date upon completion of the school year. Mid-term reports will be distributed at parent-teacher conferences or mailed.

PERMANENT RECORDS

Permanent records are kept in the office and brought up to date at the end of each semester. Any student in the Newman Grove Public Schools, his/her parents/guardian, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning said student. No other person shall have access nor shall the contents of a student's permanent record be divulged in any manner to any unauthorized person. All files/records shall be maintained as to separate academic and disciplinary matters, and all disciplinary material shall be removed and destroyed upon the student's graduation or after his/her continuous absence from school for three (3) years.

PARENT-TEACHER CONFERENCES

Conferences are held twice a year. Dates and times of conferences will be published. Parents and guardians are encouraged to attend.

CHANGE IN REGISTRATION

Complete a "Change of Schedule" form in the counselor's office. The counselor must approve any change in registration with parents/guardian.

CORRESPONDENCE COURSES

Newman Grove High School cooperates with the University of Nebraska Extension Division in offering correspondence courses for high school students lacking specific credits for graduation. Distance Learning classes are also available to students for high school credit.

ACADEMIC SCHOLARSHIP ELIGIBILITY

Students must have been in attendance at Newman Grove High School for two (2) years in order to be eligible for academic scholarships awarded by Newman Grove High School.

The Valedictorian shall be first in his/her class and the Salutatorian shall be second in his/her class. (This is based on four years of academic work and two of these years must have been in Newman Grove.) Recognition is to include honor students (anyone graduating with a 3.5 GPA or higher).

JUNIOR COLLEGE/UNIVERSITY REQUIREMENTS

See the guidance counselor for current entrance requirements.

JUNIOR HIGH COMPLETION POLICY

Junior High promotion will be based upon a student passing 6 of the 8 core subjects (English, Math, Science and Social Studies) by the end of the 8th grade. Students not meeting this requirement will be retained at the appropriate level. Credit for a failed course may be accepted in the same subject area through correspondence or summer courses. Correspondence and summer courses are at the expense of the student. Promotion to the 9th grade is granted if credit is completed before August 1st of that school year.

SECTION #2: PARTICIPATION and ELIGIBILITY

All students participating in high school activities must abide by all eligibility rules of the NSAA and those established by Newman Grove Public Schools. This includes varsity, junior varsity and exhibition activities and competitions.

NEWMAN GROVE SCHOOLS ELIGIBILITY REQUIREMENTS

In order to represent a high school in interscholastic athletic competition, a student must abide by the following requirements of the Newman Grove Public Schools:

- ♦ Students in grades 7-12 must be passing all classes to participate in extra-curricular activities.
- ♦ A student failing any one class has one warning week to improve their grade to passing. If the student continues to fail in that same class for a second week, he/she will be ineligible to compete/participate for one week or until receiving a passing grade.
- ♦ Weekly non-participation is based on Tuesday to Tuesday of the following week.
- ♦ Students must pass 30 credit hours the prior semester to be eligible the following semester.

NSAA ELIGIBILITY REQUIREMENTS

In order to represent a Nebraska high school in interscholastic activities competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

- Student must be an undergraduate.
- After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
- Student must be enrolled in some high school on or before the eleventh school day of the current semester.
- Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
- Student must have been enrolled and received twenty hours in school the immediate preceding semester.
- Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director

for his review and a ruling.

- A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

Student eligibility related to domicile can be attained in the following manners:

- If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
- If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
- If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- Transfer students who have their Enrollment Option applications signed and filed prior to March 15 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to March 15 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2010-2011 school year prior to March 15, 2010; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online entry form, no later than March 15, 2010. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester.

Those students, who did not have their enrollment forms signed, delivered and accepted prior to March 15, 2010, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

- Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 16, 2010, (August 9th for most football, girls golf and softball teams) and ends with the state meets in the fall sports. The winter sports season begins November 15, 2010, and ends

with the state meets in the winter sports. The spring sports season begins February 28, 2011, and ends with the state meets in the spring sports.

- During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
- A student shall not participate on an all-star team while a high school undergraduate.
- A student must maintain his/her amateur status.

SECTION #3: ATTENDANCE

Regular attendance is important. Problems in the areas of attendance and tardiness can lead to difficulties, both academically and within a classroom's daily structure. Regular attendance is a positive factor that develops habits of punctuality, self-discipline and responsibility. Pupils who attend class regularly generally achieve higher grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she misses instruction; this can only be received through actual classroom attendance and participation.

The primary responsibility of supervision of a student rests with his/her parent(s) or guardian(s). However, if the student(s) and parents/guardians do not assume that responsibility, the school district will do everything in its authority to enforce the attendance laws of the State of Nebraska. Parents are asked to cooperate with the school to reduce the number of absences to a minimum. Parents are encouraged to make appointments and other engagements so that they do not interfere with the school day.

The attendance policy of the Newman Grove Junior-Senior High School is as follows:

Students are expected to not miss more than 5 days per semester in any one class (other than "Type A" activities listed below). Protocol listed below:

Type A - Excused Absences:

- a. School activities and approved school functions (college visits, job shadowing).
- b. Illness (formal note from doctor, dentist, chiropractor, etc.)

Type B Absences (may be considered excused by Administration or through appeal process):**

- a. Other Illness (by parent/guardian contact).
- b. Family events (death, weddings, graduations, etc.)
- c. Legal obligations. Student must be in attendance before or back to school after this obligation has been met. A written note from judge, lawyer, parent, etc. explaining why child was unable to return to school after legal obligations are met will be required.

Note: Partial period absences will be determined by the individual teacher.

Notes/telephone contact from parents/guardians are required for all absences. Parent/guardian contact with the school may be considered through the appeal process. If the student does not provide a note/phone contact from the parent/guardian for the day(s) absent prior to or the day following the absence, it shall be seen as unexcused/truant.

Students and parents should be aware of the fact that an excuse from home does not necessarily mean an excused absence will be given. The school retains the right to make final determination on the status of any absence.

“Type B” Absences:

- ♦ Following the 4th “Type B” Absence: Parent/guardian sent formal letter with reminder of the school’s attendance policy, truancy laws for the State of Nebraska, and that only one additional absence remains before loss of class credit.
- ♦ Following the 6th “Type B” Absence: Formal letter to parent indicating that student will not receive credit for future absences, the County Attorney is being forwarded a copy of the student’s attendance records and the appeal process procedure.
- ♦ Beginning with the 6th “Type B” absence, teachers are notified that the student will no longer receive credit for the class on days he/she is absent in the affected class period(s).

Tardy Procedure:

- a. The office will issue tardy slips to students during the first period of the day and upon the student’s first return to the building during the school day.
- b. Tardy to first period class is defined as the time after the second bell rings. A student not in his/her seat at this time is considered tardy. A student arriving more than 10 minutes late will be considered absent for the first period.
- c. All other tardies throughout the school day will be handled by the classroom teacher and placed on their attendance slip to be entered into the student’s record.
- d. Three (3) tardies will equal one absence per class period and will be counted toward the five (5) absences per semester in that class.
- e. Detentions will be assigned after the sixth tardy with a progression of severity.

Re-entering School After an Absence:

After an absence has occurred, the student must report to the office before being readmitted to class. Students need to present a note stating the reason for the absence and the dates missed, signed by his/her parent guardian. Students may also present a note from their doctor, dentist, lawyer, or judge at this time. Students are accountable for homework of days missed. Students are allowed two (2) days for each day missed to complete the make-up work unless otherwise indicated by an instructor.

Extended Absences/Saturday School:

- a. Saturday School (8 a.m. - 11:30 a.m.) will be assigned to students who have reached their sixth tardy within a class period.
- b. Saturday School or extended school days may be assigned on excessive absences and tardies (administration discretion).

Extended Absences in Advance:

A student who knows that he/she will be absent for any reason other than school activities needs to inform the office and their classroom teachers prior to being absent. This allows the teacher to provide the necessary assignments to the student. All work should be completed in advance of their absence. Missing assignments will not be given credit and will be entered into the teacher's grade book as such. These students may need to hire tutors for help at the expense of the parents and not the school. Examples of this might have to come from sources such as Sylvan Learning Center, a graduate, teachers that are in the system that will be available to assist but will need to be paid for their time outside their school contract.

Appeal Process:

- ♦ A parent/guardian may appeal attendance issues by contacting the school. A form will be provided to the parent to complete regarding their child's attendance.
- ♦ A parent/guardian has 10 days from the date of any letter to appeal the attendance records of their child. The Principal will consider the appeal and provide the parent/guardian with a decision.
- ♦ Should the parent/guardian disagree with the decision made, the district's appeal/grievance procedure should be followed.

Semester/Final Test:

At the end of each semester/term, there will be one or two days of testing. All students will be required to complete tests of projects in all of their classes in which they are enrolled. Review for that test will take place at the discretion of the instructor. No student is exempt from participating in test reviews.

ACCESS PERIOD - RULES

All 9-12th grade students will be assigned to a homeroom for the access period. Students are required to report to that room and remain in that room unless they have a pass to go to another room or have a scheduled class/organizational meeting. Meetings are considered the same as a class - students are expected to attend class and organizational meetings and will be considered absent if they are not in attendance.

Junior and Senior students meeting established criteria may be released at the beginning of the access period (approximately 3:00 p.m.) unless they have scheduled meetings or simply wish to use the access time for school-related work or teacher contact. This, however, is not an open door policy. If the student stays in the building, they will follow all rules pertaining to the access period.

Juniors and seniors must meet the following criteria to be allowed to leave the building during the access period: a) passing all classes in which they are enrolled; b) good attendance (unexcused absences will result in the loss of the privilege for one week); and c) no discipline referrals.

Juniors and seniors in good standing may use this time to take care of errands, appointments, and other responsibilities that they may have. The lunch period is not to be used for these types of things.

COLLEGE VISITATION

To assist in post-high school planning, seniors will be allowed two days to visit college. If visitations are arranged through the guidance counselor, they will not be counted against the student's five days allowed for absences. However, if the college visitation is not arranged through the counselor, the days will count against the five allowed absences. Students should use the procedures for Absence in Advance for securing make-up slips and turning them in.

PERMISSION TO LEAVE SCHOOL GROUNDS

No student will be allowed to leave school grounds during school time without parental permission. All requests to leave the school grounds while school is in session must be approved by the Principal prior to signing out of the office. Students leaving school grounds must sign out in the office regardless of the reason unless accompanied by a teacher or an administrator.

SECTION #4: STUDENT CONDUCT and RULES

CLASS DISMISSAL

Bells at the close of the class period are a signal to the teacher, not the class. Remain seated until you are dismissed by the teacher.

HALL CONDUCT

It is expected that students will keep noise at a minimum in the halls before school and between classes. Pushing, shoving, scuffling, loud conversation and raucous laughter are not acceptable behavior. Teachers will monitor halls between classes.

DISCIPLINE - CLASSROOM

Students are expected to act politely, courteously, and thoughtfully. Teacher suggestions such as conduct, assignments, and the like are given for a reason. Many times, students will be told the reasons that lie behind a request, but at other times this reason will be either obvious or the situation might warrant that no reason be given. When given such a request, it is a student's duty to follow it. If a student feels that they have been treated unfairly, they are urged to see the Principal and state their case. Student concerns and problems will be given sincere consideration.

Each teacher will be primarily responsible for the discipline of students under his/her assignment. However, all teachers have a responsibility toward the general school welfare and discipline including other students. Students are expected to have a respectful attitude toward all faculty members and employed personnel. Ordinarily, students should not be dismissed from class unless they are *insubordinate (see definition of insubordination) or without previous discussion with the Principal or Superintendent. Teachers will make reasonable attempts to help students correct their behavior by conferencing with student, assigning after school detentions, and contacting parents. If a teacher determines it necessary to refer the student to the principal, disciplinary action will occur. Severity of the discipline will be at the discretion of the principal based on each situation. Possible disciplinary actions may include, but are not limited to: parent/student/school conferences, after school detentions, lunch detentions, Saturday School assignments, in-school suspensions and out-of-school suspensions.

**Insubordination defined: Resistance to authority; disobedience; unruly behavior*

SATURDAY SCHOOL

The purpose of Saturday school is to provide a safe, structured, study environment for students who have been assigned due to a school rule infraction. The premise behind this program is to provide students an alternative consequence, prior to out-of-school suspension, for behaviors which fail to live up the expectations we have for Newman Grove students. Through this program, we hope to encourage students to make better choices and to take responsibility for their actions.

Reasons for Saturday School Assignment:

- ♦ Students who have a) reached their sixth tardy within a class period; or b); excessive absences and tardies (administration discretion).
- ♦ Students who consistently turn in incomplete or late work
- ♦ Continual inappropriate behavior
- ♦ Any behavior that is disruptive or detrimental to the learning environment, depending on the severity
- ♦ Any student failing two or more courses may be assigned
- ♦ Students who are outwardly disrespectful to any staff member

Guidelines and Schedule:

- ♦ Saturday School will consist of three and a half hours, from 8:00 through 11:30 a.m. Doors will be open from 7:45 through 8:00 a.m. Any student arriving after 8:00 a.m. will be refused admission and will be considered truant.
- ♦ The only exception for attendance at Saturday School will be illness. Calls for illness should be made between 7:45 and 8:00 a.m. on that Saturday to 447-6294.
- ♦ Students who are truant from Saturday School will be suspended out-of-school for the next day that school is in session and will be assigned to two days of Saturday School.
- ♦ Students who violate Saturday School rules will be required to leave the school grounds, resulting in out-of-school suspension and reassignment of two days of Saturday School.

Rules and Student Responsibilities:

- ♦ Students must be on time and ready to begin work at 8:00 a.m.
- ♦ Homework or appropriate reading material must be brought by the students. Students will be expected to work for the entire time.
- ♦ Students will remain seated except as permitted by the supervisor.
- ♦ Sleeping is prohibited.
- ♦ One break will be scheduled by the supervisor.
- ♦ Talking is prohibited.
- ♦ No walkmans or any other electronics are allowed.
- ♦ No drinks, food, candy, etc. are allowed.
- ♦ Students who fail to follow these rules or disrespect the supervisor will be dismissed from Saturday School. Consequences have been listed earlier.

SCHOOL PROPERTY

Students are advised that unauthorized persons caught in the school buildings outside the school day will be turned over to the civil authorities and charged with breaking and entering.

Anyone convicted of theft and/or destruction of school property whether convicted by school and/or local authorities shall receive a two (2) week suspension. Conditions for reinstatement will be outlined by the Board of Education.

LOCKERS AND TEXTBOOKS

Lockers are school-owned equipment made available for students as a convenience. Students are warned that lockers may be searched where is reason to believe that stolen property is hidden or if there is reason to believe there is any material or substance that may be harmful. Lockers may also be searched to locate missing library materials or textbooks. Students will be held responsible for damaged lockers, and students are urged to keep lockers locked at all times. Nothing should be displayed on the outside of student lockers without administrative approval.

Textbooks: Each teacher will record the number of students' assigned book and its condition. Students are responsible to keep this book in the best possible condition. At the close of the school term, a fine schedule will be used and students will be required to pay for damages beyond normal wear of the books. The textbooks are learning tools to be treated as one would their own possessions.

SCHOOL TELEPHONES AND CELL PHONES

Only urgent and emergency calls are received by students during school hours. Other phone messages will be delivered to students by office personnel. No personal long-distance calls are to be made on the school telephone. If an errand is necessary, proper permission must be secured from the office.

See Policy #6025 in the Appendix for information regarding the use of cellular phones, pagers, and electronic communication devices.

BUS RULES

1. Understand that students are under the authority of the driver.
2. Be careful in approaching bus stops and walk on the left toward oncoming traffic.
3. Be on time for bus routes.
4. Avoid playing or loitering on the highway or rural road while waiting for a bus.
5. Enter the bus only after it has come to a complete stop.
6. When going to your seat in the bus, do so without disturbing/crowding other students.
7. Place books and other property out of the way. Keep the aisle clear at all times.
8. Remain seated while the bus is in motion.
9. Be courteous at all times. Obey the driver promptly and cheerfully. Realize that he/she has big responsibilities and that it is everyone's duty to help.
10. Keep arms, hands, and other parts of the body inside the bus at all times.
11. Talk in normal tones. Loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
12. Playing or fighting on the bus could endanger the lives of other students. Such action diverts the driver's attention and is prohibited.
13. Do not throw objects about in the bus or out the bus windows.
14. Keep sharp objects off the upholstery.
15. Do not shoot paper wads or other material in the bus.
16. Help keep the bus clean. Be careful not to leave articles on the bus. Students and parents will be

held liable for damages done to any school vehicle or its contents.

17. Look after the safety of younger children.
18. Remain seated until the bus stops to unload. After getting off the bus, wait for a signal from the bus driver and only then cross the road in front of the bus.

VIOLATION OF BUS RULES: Students violating any of the bus rules will be referred to the principal. All referrals will result in a parent conference and may result in loss of bus riding privileges. Suspensions may vary from one week to the remainder of the school year.

DRESS

Attending school should be considered the student's profession. Students should dress as they would if they were occupying a responsible position in the business world. Rules will be made only when student attire and grooming are disruptive to normal school proceedings. The Principal will make the final decisions on questionable school apparel, with appellate rights to the Superintendent and, ultimately, the Board of Education.

NOTE: Shorts may be worn. Please use good taste when selecting shorts worn to school. Shirts with caricatures or writing on them should be in good taste. Clothing displaying pictures, words, or symbols which refer to those used by gangs, alcohol, tobacco, or illegal drugs may not be worn. Shirts should be modest meeting the top of pants, covering undergarments and cleavage. Pants are to be worn at the top of hips and should not show underwear. Shoes are to be worn at all times. Caps and hats are to be removed when entering the building. Physical education shorts and half-shirts are not considered in good taste and are not to be worn in classes other than P.E. class.

The Newman Grove Public Schools will not tolerate any type of gang messages worn on clothing, on the body or displayed on notebooks or personal items. Violations of this policy will be subject to immediate discipline.

BEVERAGES AND FOOD IN THE CLASSROOM

Students will not consume beverages and/or food during instructional periods.

SECTION #5: STUDENT ORGANIZATIONS AND ACTIVITIES

STUDENT ORGANIZATIONS

FFA: The Newman Grove Chapter of the FFA is a chartered unit of the Nebraska Association of FFA which is chartered by the National Organization of FFA. The major purposes of the organization are: To develop competent, aggressive, rural and agricultural leadership; to strengthen the confidence of young men and women in themselves and their work and to create more interest in the intelligent choice of farming occupations; to encourage members in the development of individual farming programs and establishment in farming; to participate in worthy undertakings for the improvement of agriculture, and to develop character, train for useful citizenship and to foster patriotism.

FUTURE BUSINESS LEADERS OF AMERICA: FBLA is a national vocational student association for students in grades 7-12 in business or business education careers. The major purposes of the organizations are to develop business proficiency, civic responsibility, leadership skills and self-confidence. Membership is open to any secondary student (grades 7-12) interested in a business career, who has taken or is currently enrolled in a business course.

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA: The Newman Grove Chapter of FCCLA is a chartered unit of the Nebraska Association which is chartered by the National Organization of FCCLA. The major purposes of this organization are to promote the joys and satisfactions of homemaking; to become aware of the multiple roles of men and women in our society; to encourage democracy through cooperative action in homes and community; to develop interest in home economics, home economic careers and related occupations. Membership in FCCLA is open to any student regularly enrolled in the Newman Grove High School and who is enrolled in two semesters of Home Economics. This membership may be retained throughout the Senior High School enrollment period.

NATIONAL HONOR SOCIETY: Bluejay Chapter - Membership in the National Honor Society, sponsored by the National Association of Secondary School Principals, is based on scholarship, service, leadership and character. The purposes of the organization are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of sound character. Eligibility is open to students in the tenth, eleventh, and twelfth grades.

A faculty council consists of five faculty members selected by the principal. The council selects new members based on the student's credentials and is also responsible for dismissing, when necessary, any member who cannot uphold the requirements for membership. Students are not permitted to elect or dismiss fellow students. The four classes of membership are active, transfer, graduate and honorary.

Active Members, as stated in the local constitution, are those who have been elected to membership by the faculty council.

Transfer Members are those who transfer from one school to another school which has a National Honor Society Chapter. Transfer members are accepted automatically in the new school's chapter. A prospective transfer member should bring to the new school a letter from his former principal or society advisor stating that he was an active member in good standing and is eligible for transfer. Transfer members must maintain the standards of the new chapter.

Graduate Members: Active members become graduate members upon graduation and cease to have a voice in chapter affairs.

Honorary Members: The National Council permits the awarding of honorary membership under certain circumstances. It is usually conferred upon school officials, principals, teachers, National Honor Society advisors, or citizens in recognition of outstanding service to the school. In rare instances, the faculty council may honor an outstanding student with a physical handicap which prevents his meeting fully the requirements for membership. Other regular students who attend school are not eligible for honorary membership with the exception of foreign exchange students.

Election Procedures and Criteria: Selection is based on the four criteria of scholarship, service, leadership and character. Acceptance for membership requires a majority vote of the faculty advisory committee. Definition of the four criteria is as follows:

SCHOLARSHIP: A student must have a cumulative grade point average of 3.25 to be considered for membership. While scholarship is regarded as very important, membership is not considered on the basis of scholarship alone.

LEADERSHIP: Positive leadership is regarded as highly important for membership selection. Leadership is judged in terms of the number of offices a student has held in school or community organizations. Leadership in the classroom is also considered.

CHARACTER: Character is probably the most difficult criterion to define. The selection committee considers the positive aspects of character, including honesty, responsibility, fairness, courtesy, tolerance, and cooperation. Negative character traits may also be considered, but judgments must be free of hearsay and rumor. Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school regulations are poor membership risks.

SERVICE: The criterion of service is often defined in terms of performance. Valid questions are: What contributions has this candidate made to school, classmates, and community? What is the student's attitude toward service?

Dismissing Members: The National Council requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for his/her election. A member is never automatically dismissed for failing to maintain standards. Once a member has been dismissed, he/she is never again eligible for membership. A former member is not eligible for a National Honor Society scholarship, and he/she will not retain his/her membership card or emblem.

Warning Notice: The faculty council has the responsibility for dismissing a member who fails to maintain National Honor Society standards. When a member deliberately violates a school of civil law, a member of the Society, the faculty, or faculty council will investigate thoroughly and take appropriate action. The student will first be notified in writing to avoid any misunderstanding. In a brief letter, the faculty council will explain the member's default of the Society standards and clearly state the time limit of the warning period. For flagrant violations, the member does not necessarily have to be warned. A member is allowed only one warning period during his membership.

STUDENT COUNCIL: A student organization designed to provide a forum for student expression, to assist in the management of student functions in the school, and to promote harmonious relationships and general student welfare in the school. The organization is sponsored by the National Association of Secondary School Principals. The membership consists of two elected members from each class in grades 7-12. School-sponsored clubs may elect one member to the council with full membership powers.

INITIATIONS

Only formal initiations into nationally recognized organizations, where good taste is practiced (such as FCCLA, FFA, NHS, etc.) are acceptable, when approved by the administration.

MONEY-RAISING ACTIVITIES

All money raising activities are to be under the general supervision of the superintendent and principal and approved by the same. All monies collected must be submitted to the office the day following the event or fundraising activity.

BUYING MERCHANDISE

Duties of a class officer or committee member may include the purchasing of food or other merchandise at the expense of the organization. The following steps must be followed so that an individual is not held personally responsible for paying bills.

1. No one is authorized to purchase anything on behalf of the school without prior approval of the Administration.
2. Obtain a purchase order from the office.
3. List the merchandise to purchase and the purchasing location. If possible, list the cost.
4. Submit the purchase order to your sponsor for approval and his/her signature.
5. Present the purchase order to the office for approval. Take a copy of the purchase order to the store to secure the merchandise, leaving the copy with the store.
6. All bills to be paid by the District or with class/organization funds are to be submitted to the Business Manager.

COMMUNITY PROGRAM PARTICIPATION

Due to the demands for the use of school talent in community programs, the following is in effect: All arrangements for such programs must be cleared through the Principal. If at all possible, programs in which students take part are to be presented after school hours. School time is not to be used to rehearse special numbers for programs. All requests for school talent are subject to the approval of the administration.

DANCES/PARTIES

School dances may be held monthly. Each dance must be sponsored by an organization of the school. Dance length is subject to approval by the principal one (1) week in advance. Recommended time allotments are from 9:00 p.m. - 12:00 midnight.

Each dance must have at least two faculty members as sponsors. Parents are welcome to attend. Also, faculty members must be invited to all school dances and functions. Only high school students and their dates will be allowed to attend. Alumni and their dates are welcome to attend Homecoming dances only.

1. Students will be allowed one-half hour, starting from the time the dance is to begin, to enter the dance. Students arriving after that time limit will not be admitted. (Exception: At Prom, once students arrive, they are not allowed to leave and return).
2. The locker room area is off limits. Students found in the locker room, or in the hallway leading to the locker rooms, or on the steps leading to the locker room area, will be removed from the dance.
3. Students are not to be in unauthorized areas during the dance.
4. Students leaving the building will not be readmitted to the dance.
5. Students who have been drinking alcoholic beverages before attending or who are drinking or misbehaving at the dance, will have their parents notified the same night if possible and face school disciplinary action.
6. Students who misbehave at the school dance will not be permitted to attend the following dance and, depending on the circumstances, may not be allowed to attend all remaining dances that school year.
7. Students must notify the office if they intend to bring out-of-school dates. Students with out-of-school dates will be held responsible for the conduct of their dates at the dance.

8. Students inappropriately dressed will not be admitted to the dance. (Sponsors should be as specific as possible in designating acceptable dress).
9. Students are not to be in the kitchen, except those assigned to handling refreshments for the dance.
10. Students are not to be on the stage at any time during the dance, except to request songs.

A distance of 45 miles is as far as any organization may travel on a party. Any deviation of this mileage must be by the consent of the Superintendent. Buses must be properly sponsored and only authorized school personnel may ride on the bus. All parties and social events must be scheduled at least one week in advance. All scheduling must be done through the principal and must be placed on the master calendar. It is the responsibility of the organization sponsoring the event to see that the school is left clean and orderly.

SECTION #6: STUDENT HEALTH AND SAFETY

HEALTH

If a student is to be taken to a doctor or dentist during school hours, the parent should either phone the principal's office or should come for the student personally. Scheduling appointments during school time should be a last resort.

A student who is absent from school for a period of five or more consecutive school days because of illness, must present a doctor's permit stating that the student has been examined and has been found to be physically ready to attend school. During an epidemic, this ruling may be changed to meet the approval of health authorities.

A student with a fever or other indication of illness should not be sent to school, neither should a student with an infectious sore, such as ringworm, etc. The school is required to send a student home in such instances, as a safeguard to the health of others.

MEDICATION

Medication that can be administered before or after school is better kept at home. However, if it is necessary, the school nurse or staff will administer oral and topical medications with written parental consent and if the medication is in the original container and properly labeled. (Label and parental consent must include date, child's name, name of the medication, amount of medication, and the time that it is to be taken). Your pharmacy can provide a duplicate "school" bottle. All medication will be kept in the office except for inhalers which are sometimes kept with the student with parental permission.

The medication will be administered under the direction of the school nurse or the designated school personnel, with the parent or guardian accepting ultimate responsibility for monitoring the effects of this medication.

The school **does not** provide Tylenol, cough drops or other over the counter medications. When brought from home, these products also require written parental consent before they will be given.

Students needing to take medication during school hours should notify school personnel.

1. Written permission (Medication Request Form) from the parent/guardian of the student requesting the school to supervise the prescribed medication routine is required.
2. Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The label must include: dosage, time interval, and name of the medication to be taken.
3. The medication should be administered under the direction of the school nurse or the designated school personnel, with the person administering being aware of the possible side effects of the drug being administered.

If your child requires daily medication at school, a medication permit form is available in the office or from the school nurse.

ATTENDANCE GUIDELINES

Please be aware of the following guidelines for student attendance:

- ♦ **Chicken Pox:** Rash turns to red bumps, which develops into blisters. Blisters dry and form a scab. Cases are excluded from school for a minimum of 5 days or until scabs are dry (usually 5-10 days).
- ♦ **Common Cold/Fever:** Students with severe coughs and sore throats should remain at home. Those with temperatures over 100 degrees will be excluded from school and should not return until the temperature has been below 100 degrees for 24 hours.
- ♦ **Impetigo:** Disease characterized by a pustule (crusted sore with oozing) appearing on the body. Exclude from school until all areas are healed (usually one week) or until the child has a doctor's statement for re-entry.
- ♦ **Intestinal Flu:** Children with symptoms of upset stomach, diarrhea and/or vomiting should remain at home.
- ♦ **Pink Eye:** Redness and itching of the eye. Often swollen with discharge of pus. Children are excluded from school until under antibiotic treatment for 24 hours or condition clears.
- ♦ **Ring Worm:** Small, red, scaly patch, gradually increases in size. Exclude from school until written consent from the physician to return or the area has been treated for at least 24 hours. Infected areas must be covered with the child is in school.
- ♦ **Scabies:** Mite burrows into the skin. Small bumps appear in rows, with itching. Usually found between the fingers, wrists, cracks of the elbow and under arms. Exclude until treated (itching will still be present). Clothing and linen must be treated. ALL contacts should be inspected.
- ♦ **Scarlet Fever, Scarletina, Scarlet Rash, or Strep:** After diagnosed and 24 hours of antibiotic treatment, children may return to school, if temperature is below 100 degrees.
- ♦ **Head Lice:** Usually found in the hair behind the ears and back of neck. Head lice are communicable by DIRECT CONTACT: Head-to-head touching; sharing personal items such as combs, brushes, hats and towels; and common household furnishings, pillows, couches, chairs and also car upholstery. Symptoms are itching and the presence of lice and/or nits (eggs). ALL FAMILY MEMBERS AND CONTACTS SHOULD BE INSPECTED. Exclude child from school until shampooed with a lice shampoo and ALL eggs are removed. Bed linens, clothing, personal and household items must also be treated. A written statement from parent must be furnished when the child returns to school stating the child has been treated.

ASTHMA PROTOCOL

State regulations require that all schools be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Anthony Kusek.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to the school staff and/or the school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

VISION EXAMS

Students entering school for the first time, including kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student’s entrance. The vision evaluation is required to test for amblyopia (lazy eye) and strabismus (misalignment of the eyes), which are two of the most common vision disorders in young children, as well as internal and external eye health and visual acuity. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant, or an advanced practice registered nurse. No visual evaluation shall be required of any child whose parent or guardian objects in writing.

INSURANCE

School insurance is offered. This insurance is handled through the school as a courtesy to patrons. No revenue or commission is received locally by the school or any individual.

FIRE DRILL

The fire alarm will be sounded without advance knowledge. Everyone is to walk quietly, but in an orderly manner, out of the building:

Rooms 100, 103 and Media Center: Exit through the southwest entrance.

Rooms 101 and 102: Exit through south entrance.

Rooms 107, 108, and 109: Exit through southeast entrance.

Rooms 105, 106, 110, 111, 112: Exit through northeast entrance.

Music Room: Exit through the north entrance of the cafeteria.

Offices, Teachers Workroom: Exit through the west (main) entrance.

Ag Education/Family and Consumer Science: Exit through main entrance.

WARNING: INTENTIONAL PULLING OF A FIRE ALARM IN A SCHOOL SYSTEM, CAUSING A FALSE ALARM, IS A FELONY OFFENSE. STUDENTS RESPONSIBLE FOR SUCH AN OFFENSE WILL BE SUBJECT TO QUESTIONS AND CONVICTION BY REPRESENTATIVES FROM THE FIRE MARSHALL'S OFFICE.

SEVERE WEATHER

Notice of school closings will be called to radio stations 94 ROCK (Norfolk), WJAG/KEXL (Norfolk), US92 (Norfolk), KZ100 (Central City), KPNO (Norfolk), KLIR (Columbus), KKOT/KTTT (Columbus), KJSK (Columbus), and television stations Channel 10 (Lincoln) and Channel 8 (Lincoln).

During school hours, severe weather evacuation will adhere to the following:

Elementary Building. Students go to the basement of the building. Teachers will direct classes in "order of arrival" to the restrooms, workroom area, and interior hallway, respectively.

Second Floor Classrooms will take the SOUTH stairway.

Third Floor Classrooms will take the NORTH stairway.

Cafeteria/Music Room: Go to the boys and girls locker rooms, and enter the shower area. If these areas are filled, go the hallway which leads to the locker rooms.

Gymnasium Classes: Students will go to the boys and girls restrooms.

All grades will quietly remain in their assigned places until directed to return to their building classrooms. Students will then walk with their teachers and return to their classrooms in a quiet and orderly manner.

SEVERE WEATHER EVACUATION ROUTES (Signal: Intermittent Bells)

The signal for a tornado is announced by the tornado alarm system. Teachers lead students in class at the time of a tornado to designated areas. Maps of these areas are posted in each room (alternate routes are marked in case of blocked pathways).

The first teacher to arrive at a designated area will unlock the door if the door is locked, then instruct all students to go to the back of the designated area. The teacher will wait at the door with the list of all missing students. The list of all missing students will then be picked up by an administrator or the administrator's designee.

Each teacher should take their emergency manual with them, so that they can take roll after they are out of their room. Attendance is taken at the beginning of each period. It is important to keep track of students so that everyone is accounted for.

Each teacher should take a flashlight with them.

In the case of a drill, each teacher should take all students in their room to the designated place when the alarm sounds.

Tornado Evacuation Locations:

- Elementary Building: Students go to the basement of the building. Teachers will direct classes in “order of arrival” to the restrooms, and workroom area.
- **Second Floor Classrooms will take the SOUTH stairway.
- **Third Floor Classrooms will take the NORTH stairway.
- Ag Ed/Family & consumer Science will go to the Ag shop locker room.
- Cafeteria/Music Room will go to the boys and girls high school locker rooms.
- Gymnasium Classes will go to the boys and girls high school locker rooms.

Note on students located in Music, PE or the Cafeteria:

**Jr-Sr high students will report to the locker room assigned to their class.

**Elementary classes will be accompanied by the teacher to the nearest high school locker room.

High School Classes/Offices will go to the boys and girls high school locker rooms. (Grades 7-8-9 will go to the Girls Locker Room with their class sponsor; Grades 10-11-12 will go to the Boys Locker Room with their class sponsor).

All students will quietly remain in their assigned places until directed to return to their buildings/classrooms. Students will then walk with their teachers and return to their classrooms in a quiet and orderly manner.

SECTION #7: MISCELLANEOUS SCHOOL PROCEDURES AND POLICIES

DAILY ANNOUNCEMENTS

Daily announcements will be read by teachers each morning at the end of first period. These announcements may be about meetings, lost and found items, etc. All organizational announcements must be initialed by the sponsor. Announcements are to be submitted to the office by 8:00 a.m. each morning in order to be included in the printed announcements.

LUNCH PROGRAM

The lunch period is a split-shift whereby approximately one-half of the students go to lunch while the other half go to class. No visitors are to be in the lunch room without prior permission from the principal.

The hot lunch program will be in operation on the first day of school. Meals may be purchased in the office. Meal prices are set annually with price guidelines detailed in the August school newsletter. Meals may be purchased singly or in any quantity desired (up to 40 meals). Purchase from another student's ticket (other than brother/sister) is not acceptable. Only one charge will be allowed.

Application forms for free and reduced price meals will be available to all students.

Any student requesting to leave the school premises over the noon hour for eating purposes, must bring a medical slip from the family doctor stating why said student would need a special diet. Without the doctor's slip, students are expected to eat school lunches or bring a sack lunch.

All students are to report to the lunch room during their lunch period unless prior approval has been given for them to work with a teacher or be elsewhere in the building.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

DRIVING CARS AND PARKING

Students who drive cars will be required to park in designated areas. Cars are not to be used or moved during the school day without administrative approval. Student drivers shall not drive in the bus loading area. Careless driving will not be tolerated on school premises at any time. There is to be no loitering in parked cars on school grounds. Students are not allowed to drive vehicles to out of town activities in which they are participating.

Seniors will be allowed to park along the north side of the Family and Consumer Science and Ag Education buildings. All other students will park in the lot located directly north of the elementary school. The parking lot located behind the high school and gymnasium is for faculty, staff, and visitors only. Students are asked to not park on the north and east sides of the public library.

GUIDANCE SERVICES

Guidance services are available to all students. Confidentiality will be maintained. If a student discloses that he/she is going to harm themselves or someone else, break a law of the State of Nebraska or the U.S.A., the counselor will have to alert the proper authorities. This disclosure will be acknowledged as a request for assistance.

TESTING PROGRAM

Throughout the school year, students will be asked to fill out forms and take various tests that are to be used in our testing program. This information is to be used to help them decided on future careers and also to help us present the kind of program that will be of the most benefit to the student. All students are encouraged to discuss any test result with the guidance counselor at any time. We hope that all students take advantage of this program.

STUDENT-TEACHER CONFERENCES

Feel free to approach a faculty member with a problem and to ask for help in solving them. Many of the problems can and should be worked out with the teachers. Doing this will make the school year much more pleasant. Be careful of false rumors and heresy reports. Be sure that what one hears is true before one believes it and passes it on. Even then, it is not always wise to repeat it.

MECHANICAL ROOM/STORAGE AREAS

The mechanical/storage area is for the custodians and for supplies. Students are not allowed in this area unless they are with a faculty or staff member. Custodian's tools and supplies are not to be used by the students unless obtained from the custodian personally.

MEDIA CENTER REGULATIONS

All students are eligible to use the media center. Students are expected to be utilizing resource material, checking out or returning material, or studying. Students must have a pass from their teacher when coming to the media center. Students are requested to help keep the media center neat and attractive.

MAGAZINES, NEWSPAPERS AND FINES: Current magazines and newspapers are to be used in the media center only. Back issues of magazines may be used for reference purposes. A fine of 10 cents per day will be charged for overdue material and 25 cents per day on reference material.

Newspapers are kept for one week behind the circulation desk. Old newspapers kept behind the circulation desk may be cut up. Back and current issues of magazines and current newspapers ARE NOT to be cut up.

Students needing material photocopied for class must have WRITTEN permission from the media specialist or teacher. A charge may be assessed for this service.

BOOKS-FINES-DAMAGED OR LOST MATERIAL: Books may be checked out for 2 weeks and may be renewed for the same amount of time. A three day grace period will be given before a 10 cents per day fine is charged. **EXAMPLE:** Due date is January 5 - Fine begins January 9. Weekends and holidays are not counted. Maximum fine is \$3.00.

Students will be charged a fee for damage (other than normal wear). If material is damaged before checking out, report it to the media specialist.

Students will be charged a replacement fee for lost materials. If materials are found before the end of the school year, a refund minus \$3.00 maximum fine will be given.

REFERENCE MATERIAL AND RESERVE MATERIAL - May be checked out overnight through special arrangements with the media specialist. An overdue fine of 25 cents per day will be charged.

Permission of the media specialist is needed when checking out reference material.

NEWSPAPER ARTICLES FOR PUBLICATION

Newspaper articles are to be cleared through the office prior to publication. This includes articles written by student reporters for various organizations. Articles should be submitted to the office by 8:00 a.m. each Monday morning. The office staff will then submit them to the appropriate newspapers.

OPENING OF THE BUILDING

Students are not to enter the building in the morning prior to 8:00 a.m. unless the weather is inclement or they have special permission. The school day begins as soon as a student walks onto school grounds. Students are to report to their first class before the class bell rings. There will be 3-5 minute passing bells for classes.

VISITORS

School visitors should not be permitted to loiter on the school grounds or in the school buildings. They should be directed to the Central Office to secure permission to attend classes or meet with students.

If a student wishes to have a visitor (other than a parent/guardian) attend classes, eat lunch at school, or visit during noon, said student will obtain written permission from each of their teachers and the principal and at least one (1) day in advance of the visit. Disciplinary action will be taken against those not following proper procedure.